

Notes from pre-bid meeting for RFQ 154:
Advisory Transportation Engineering Services to Support LTA Projects
6/22/16

Attendees:

Arnold Kasemsarn – DAMA Consultants
Karl Sturm – DAMA Consultants
Mark Frenden – DLZ
Linda Sloan – TY Lin
Kelly Connolly – Sam Schwartz
Dan Drew – TY Lin
Peter Lemmon – Kimley-Horn

John Mick – Baxter and Woodman
Lynn Means – GHA
Bill Grieve – GHA
Jarrod Cebulski – Patrick
Christina Barrios – Exp

Bob Dean walked through the RFQ with attendees. He emphasized that CMAP structured this procurement as an RFQ, not an RFP, so submitters should focus on qualifications and examples of similar work.

Questions:

Q: For project type #1, if firms are asked to assess feasibility of a complete streets treatment (for example), will the firms be expected to look at underlying infrastructure and utilities?

A: Yes, this is an important part of the value that firms can add. Identifying whether utility coordination would present a significant challenge is considered part of assessing the physical feasibility of an improvement.

Q: How will you divide up projects among the selected firms?

A: At least three firms will be selected through this RFQ. CMAP will establish a rank order within each project type, and will first give the top-ranked firm the opportunity to participate in an assignment. If the top-ranked firm is not interested or an agreement cannot be reached on cost, CMAP will move on to the second-ranked firm.

Q: With respect to providing examples of our work across the project types, can one project serve as an example for multiple project types?

A: Yes, but CMAP would like to see multiple examples of how you approach each type of project. We work in a broad variety of contexts, and we want to select firms that have a diversity of experience. While one project can serve as multiple examples, it is in the interest of firms to demonstrate the breadth of their experience.

Q: Would it be acceptable to submit project examples our team members have completed while at different firms?

A: CMAP prefers that you include examples of work done by the current firm.

Q: Will the selected firms still be allowed to apply for additional CMAP RFPs?

A: Yes.

Q: Who does this work for CMAP now?

A: CMAP has a contract with Gewalt Hamilton Associates for this work currently. This contract expires on June 30.

Q: Will the current firm also be competing for this contract?

A: They are eligible to respond to this RFQ. This is a fully competitive procurement, so all firms compete on equal footing.

Q: Will it be a one-year contract with the option to extend?

A: It's a one-year contract with two one-year renewal options.

Q: Will there be interviews with short-listed firms?

A: Yes, we intend to conduct interviews.

Q: Will these projects be exclusively for LTA?

A: Yes, all assignments will relate to the LTA program. Firms may be familiar with other CMAP activities, like ON TO 2050, but this procurement is solely for assistance with LTA.

Q: What is your estimate for the total annual budget?

A: We expect to spend around \$50,000 in the first year.

Q: Is the budget \$50,000 per firm or total?

A: Total.